

Auditing Procedures Report

Issued under P.A. 2 of 1968, as amended.

Local Government Type <input type="checkbox"/> City <input checked="" type="checkbox"/> Township <input type="checkbox"/> Village <input type="checkbox"/> Other		Local Government Name TOWNSHIP OF RICHLAND	County KALAMAZOO
Audit Date 3/31/04	Opinion Date 7/21/04	Date Accountant Report Submitted to State: 9/8/04	

We have audited the financial statements of this local unit of government and rendered an opinion on financial statements prepared in accordance with the Statements of the Governmental Accounting Standards Board (GASB) and the *Uniform Reporting Format for Financial Statements for Counties and Local Units of Government in Michigan* by the Michigan Department of Treasury.

We affirm that:


1. We have complied with the *Bulletin for the Audits of Local Units of Government in Michigan* as revised.
2. We are certified public accountants registered to practice in Michigan.

We further affirm the following. "Yes" responses have been disclosed in the financial statements, including the notes, or in the report of comments and recommendations

You must check the applicable box for each item below.

- ☐ Yes ☒ No 1. Certain component units/funds/agencies of the local unit are excluded from the financial statements.
- ☐ Yes ☒ No 2. There are accumulated deficits in one or more of this unit's unreserved fund balances/retained earnings (P.A. 275 of 1980).
- ☒ Yes ☐ No 3. There are instances of non-compliance with the Uniform Accounting and Budgeting Act (P.A. 2 of 1968, as amended).
- ☐ Yes ☒ No 4. The local unit has violated the conditions of either an order issued under the Municipal Finance Act or its requirements, or an order issued under the Emergency Municipal Loan Act.
- ☐ Yes ☒ No 5. The local unit holds deposits/investments which do not comply with statutory requirements. (P.A. 20 of 1943, as amended [MCL 129.91], or P.A. 55 of 1982, as amended [MCL 38.1132]).
- ☐ Yes ☒ No 6. The local unit has been delinquent in distributing tax revenues that were collected for another taxing unit.
- ☐ Yes ☒ No 7. The local unit has violated the Constitutional requirement (Article 9, Section 24) to fund current year earned pension benefits (normal costs) in the current year. If the plan is more than 100% funded and the overfunding credits are more than the normal cost requirement, no contributions are due (paid during the year).
- ☐ Yes ☒ No 8. The local unit uses credit cards and has not adopted an applicable policy as required by P.A. 266 of 1995 (MCL 129.241).
- ☐ Yes ☒ No 9. The local unit has not adopted an investment policy as required by P.A. 196 of 1997 (MCL 129.95).

We have enclosed the following:	Enclosed	To Be Forwarded	Not Required
The letter of comments and recommendations.			✓
Reports on individual federal financial assistance programs (program audits).			✓
Single Audit Reports (ASLGU).			✓

Certified Public Accountant (Firm Name) Siegfried Crandall PC			
Street Address 246 East Kilgore Road		City Kalamazoo	State MI
		ZIP 49002-5599	
Accountant Signature 		Date 9/8/04	

Township of Richland
Kalamazoo County, Michigan
**FINANCIAL STATEMENTS AND
INDEPENDENT AUDITORS' REPORT**
Year ended March 31, 2004

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INDEPENDENT AUDITORS' REPORT

Board of Trustees
Township of Richland, Michigan

We have audited the accompanying general purpose financial statements of the Township of Richland, Michigan, as of and for the year ended March 31, 2004, as listed in the contents. These general purpose financial statements are the responsibility of the Township's management. Our responsibility is to express an opinion on these general purpose financial statements based on our audit.

We conducted our audit in accordance with U.S. generally accepted auditing standards. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the general purpose financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall general purpose financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the general purpose financial statements referred to above present fairly, in all material respects, the financial position of the Township of Richland, Michigan, as of March 31, 2004, and the results of its operations for the year then ended in conformity with U.S. generally accepted accounting principles.

Our audit was made for the purpose of forming an opinion on the general purpose financial statements taken as a whole. The accompanying supplementary information, as listed in the contents, is presented for purposes of additional analysis and is not a required part of the general purpose financial statements of the Township of Richland, Michigan. Such information has been subjected to the auditing procedures applied in the audit of the general purpose financial statements and, in our opinion, is stated fairly in all material respects in relation to the general purpose financial statements taken as a whole.

Siegfried Crandall P.C.

July 21, 2004

GENERAL PURPOSE FINANCIAL STATEMENTS

Township of Richland**COMBINED BALANCE SHEET - all fund types and account groups**

March 31, 2004

		<i>Governmental fund types</i>		
		<i>General</i>	<i>Special revenue</i>	<i>Debt Service</i>
ASSETS				
Cash		\$ 773,627	\$ 1,219,193	\$ 2,594,917
Receivables:				
Taxes		11,953	10,365	-
Special assessments		-	-	240,065
Due from other governmental units		64,158	-	-
Due from other funds		39,785	24,522	-
Amounts to be provided for retirement of general long-term debt		-	-	-
Fixed assets		-	-	-
TOTAL ASSETS		<u>\$ 889,523</u>	<u>\$ 1,254,080</u>	<u>\$ 2,834,982</u>
LIABILITIES AND FUND EQUITY				
LIABILITIES:				
Accounts payable		\$ 83,072	\$ -	\$ -
Due to other funds		-	30,472	-
Due to other governmental units		-	-	2,609,952
Deferred revenue		-	-	225,030
Long-term debt		-	-	-
Total liabilities		<u>83,072</u>	<u>30,472</u>	<u>2,834,982</u>
FUND EQUITY:				
Investment in general fixed assets		-	-	-
Fund balance:				
Unreserved:				
Designated		-	823,474	-
Undesignated		806,451	400,134	-
Total fund equity		<u>806,451</u>	<u>1,223,608</u>	<u>-</u>
TOTAL LIABILITIES AND FUND EQUITY		<u>\$ 889,523</u>	<u>\$ 1,254,080</u>	<u>\$ 2,834,982</u>

<i>Fiduciary fund type</i>	<i>Account groups</i>		<i>Totals</i>
<i>Agency</i>	<i>General fixed assets</i>	<i>General long- term debt</i>	<i>(memorandum only)</i>
\$ 35,835	\$ -	\$ -	\$ 4,623,572
-	-	-	22,318
-	-	-	240,065
-	-	-	64,158
-	-	-	64,307
-	-	225,031	225,031
-	2,607,118	-	2,607,118
<u>\$ 35,835</u>	<u>\$ 2,607,118</u>	<u>\$ 225,031</u>	<u>\$ 7,846,569</u>
\$ -	\$ -	\$ -	\$ 83,072
33,835	-	-	64,307
2,000	-	-	2,611,952
-	-	-	225,030
-	-	225,031	225,031
<u>35,835</u>	<u>-</u>	<u>225,031</u>	<u>3,209,392</u>
-	2,607,118	-	2,607,118
-	-	-	823,474
-	-	-	1,206,585
<u>-</u>	<u>2,607,118</u>	<u>-</u>	<u>4,637,177</u>
<u>\$ 35,835</u>	<u>\$ 2,607,118</u>	<u>\$ 225,031</u>	<u>\$ 7,846,569</u>

See notes to financial statements

Township of Richland**COMBINED STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND
BALANCES - all governmental fund types***Year ended March 31, 2004*

	<u>General</u>	<u>Special revenue</u>	<u>Debt Service</u>	<u>Totals (memorandum only)</u>
REVENUES:				
Taxes	\$ 287,891	\$ 237,609	\$ -	\$ 525,500
Licenses and permits	259,267	1,870	-	261,137
State grants	404,506	-	-	404,506
Charges for services	23,868	4,489	-	28,357
Interest and rentals	10,782	15,652	19,624	46,058
Other	33,608	-	58,391	91,999
Total revenues	<u>1,019,922</u>	<u>259,620</u>	<u>78,015</u>	<u>1,357,557</u>
EXPENDITURES:				
Legislative	11,740	-	-	11,740
General government	346,510	-	-	346,510
Public safety	323,385	2,355	-	325,740
Public works	158,049	15,088	-	173,137
Community and economic development	21,523	-	-	21,523
Recreation and cultural	73,303	-	-	73,303
Capital outlay	147,025	-	-	147,025
Debt service:				
Principal	-	-	58,391	58,391
Interest and fees	-	-	19,624	19,624
Total expenditures	<u>1,081,535</u>	<u>17,443</u>	<u>78,015</u>	<u>1,176,993</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	(61,613)	242,177	-	180,564
FUND BALANCE - BEGINNING OF YEAR	<u>868,064</u>	<u>981,431</u>	<u>-</u>	<u>1,849,495</u>
FUND BALANCE - END OF YEAR	<u>\$ 806,451</u>	<u>\$ 1,223,608</u>	<u>\$ -</u>	<u>\$ 2,030,059</u>

See notes to financial statements

Township of Richland**COMBINED STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND
BALANCES - BUDGET AND ACTUAL - *general and special revenue funds****Year ended March 31, 2004*

	<i>General</i>		
	<i>Budget</i>	<i>Actual</i>	<i>Variance favorable (unfavorable)</i>
REVENUES:			
Taxes	\$ 249,800	\$ 287,891	\$ 38,091
Licenses and permits	237,600	259,267	21,667
State grants	435,000	404,506	(30,494)
Charges for services	16,100	23,868	7,768
Interest and rentals	9,000	10,782	1,782
Other	550	33,608	33,058
Total revenues	<u>948,050</u>	<u>1,019,922</u>	<u>71,872</u>
EXPENDITURES:			
Legislative	14,500	11,740	2,760
General government	467,745	346,510	121,235
Public safety	322,350	323,385	(1,035)
Public works	126,600	158,049	(31,449)
Community and economic development	47,750	21,523	26,227
Recreation and cultural	95,800	73,303	22,497
Capital outlay	212,500	147,025	65,475
Total expenditures	<u>1,287,245</u>	<u>1,081,535</u>	<u>205,710</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	(339,195)	(61,613)	277,582
FUND BALANCE - BEGINNING OF YEAR	<u>868,064</u>	<u>868,064</u>	-
FUND BALANCE - END OF YEAR	<u>\$ 528,869</u>	<u>\$ 806,451</u>	<u>\$ 277,582</u>

<i>Special revenue</i>			<i>Totals (memorandum only)</i>		
<i>Budget</i>	<i>Actual</i>	<i>Variance favorable (unfavorable)</i>	<i>Budget</i>	<i>Actual</i>	<i>Variance favorable (unfavorable)</i>
\$ 200,200	\$ 237,609	\$ 37,409	\$ 450,000	\$ 525,500	\$ 75,500
1,500	1,870	370	239,100	261,137	22,037
-	-	-	435,000	404,506	(30,494)
1,000	4,489	3,489	17,100	28,357	11,257
7,700	15,652	7,952	16,700	26,434	9,734
-	-	-	550	33,608	33,058
<u>210,400</u>	<u>259,620</u>	<u>49,220</u>	<u>1,158,450</u>	<u>1,279,542</u>	<u>121,092</u>
-	-	-	14,500	11,740	2,760
1,550	-	1,550	469,295	346,510	122,785
1,990	2,355	(365)	324,340	325,740	(1,400)
245,000	15,088	229,912	371,600	173,137	198,463
158,575	-	158,575	206,325	21,523	184,802
-	-	-	95,800	73,303	22,497
160,000	-	160,000	372,500	147,025	225,475
<u>567,115</u>	<u>17,443</u>	<u>549,672</u>	<u>1,854,360</u>	<u>1,098,978</u>	<u>755,382</u>
(356,715)	242,177	598,892	(695,910)	180,564	876,474
<u>981,431</u>	<u>981,431</u>	<u>-</u>	<u>1,849,495</u>	<u>1,849,495</u>	<u>-</u>
<u>\$ 624,716</u>	<u>\$ 1,223,608</u>	<u>\$ 598,892</u>	<u>\$ 1,153,585</u>	<u>\$ 2,030,059</u>	<u>\$ 876,474</u>

See notes to financial statements

Township of Richland
NOTES TO FINANCIAL STATEMENTS

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:

The accounting policies of the Township of Richland, Michigan (the Township), conform to U.S. generally accepted accounting principles (hereinafter referred to as generally accepted accounting principles) as applicable to governments. The following is a summary of the more significant policies:

a) Reporting entity:

In accordance with generally accepted accounting principles and Governmental Accounting Standards Board (GASB) Statement No. 14, *The Financial Reporting Entity*, these financial statements represent the Township. The criteria established by the GASB for determining the reporting entity includes oversight responsibility, fiscal dependency, and whether the financial statements would be misleading if data were not included. The Township has determined that no outside agency meets the above criteria and, therefore, no outside agency has been included as a blended or discretely-presented component unit in the Township's financial statements.

b) Basis of presentation:

The accounts of the Township are organized on the basis of funds and account groups, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures. Government resources are allocated to, and accounted for in, individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled. The financial activities of the Township are recorded in the separate funds and account groups, categorized, and described as follows:

i) Governmental funds:

General Fund - this fund is used to account for all financial transactions not accounted for in another fund, including the general operating expenditures of the local unit. Revenues are derived primarily from property taxes and state distributions.

Special revenue funds - these funds are used to account for specific governmental revenues (other than major capital projects) requiring separate accounting because of legal or regulatory provisions or administrative action.

Debt Service Fund - this fund is used to record the funding and payment of principal and interest on debt reported in the general long-term debt account group.

ii) Fiduciary funds:

Agency funds - agency funds are used to account for assets held by the Township as an agent for individuals, private organizations, other governments, and/or other funds. Agency funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations.

Township of Richland
NOTES TO FINANCIAL STATEMENTS (Continued)

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued):

b) Basis of presentation (continued):

iii) Account groups:

General fixed assets account group - this account group presents the fixed assets of the Township utilized in its general operations (nonproprietary fixed assets).

General long-term debt account group - this account group presents the balance of general obligation long-term debt, which is not recorded in proprietary funds.

c) Basis of accounting:

Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements.

All governmental fund types are accounted for using the modified accrual basis of accounting. Their revenues are recognized when they become measurable and available as net current assets. Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred. Exceptions to this general rule include principal and interest on general long-term debt, which is recognized when due.

d) Budgets and budgetary accounting:

The Township follows the procedures in establishing the budgetary data reflected in the financial statements in accordance with the Uniform Budgeting and Accounting Act (Act No. 621, Public Acts of 1978), as prescribed by the State of Michigan.

Budgets for the general and special revenue funds are adopted at the functional level and are consistent with generally accepted accounting principles.

e) Fixed assets:

Fixed assets used in governmental fund type operations (general fixed assets) are accounted for in the general fixed assets account group, rather than in governmental funds. Public domain ("infrastructure") general fixed assets consisting of certain improvements other than buildings, including roads, bridges, curbs and gutters, streets and sidewalks, drainage system, and lighting systems, are not capitalized along with other general fixed assets. No depreciation has been provided on general fixed assets. All fixed assets are valued at historical cost or estimated historical cost if actual historical cost is not available. Donated fixed assets are valued at their estimated fair value on the date donated.

This account group is not a fund and it is concerned only with the measurement of financial position and is not involved with measurement of results of operations.

Township of Richland
NOTES TO FINANCIAL STATEMENTS *(Continued)*

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(Continued)*:

f) Receivables:

All receivables are estimated to be fully collectible.

g) Property tax revenue recognition:

Property tax revenues are recognized in the year for which taxes have been levied and become available. Property taxes are levied as of December 1 on property values assessed as of December 31 of the prior year. The billings are considered due on February 14 (75 days after the date levied), at which date the bill becomes delinquent and penalties and interest may be assessed by the Township. The Township considers property taxes levied December 1 as revenue of the current year.

h) Special assessment revenue recognition:

Special assessment revenues are recorded as deferred when initially assessed. To the extent special assessments are realized, that is collected, revenue is recognized. Special assessments are recognized as revenue when they become measurable and available. Any portion of special assessments which does not meet both criteria is reported as deferred revenue.

i) Totals (memorandum only):

The total column on the combined statements is captioned "memorandum only" to indicate that it is prepared only to facilitate financial analysis. Data in this column does not present financial position, results of operations, or changes in financial position in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation as interfund eliminations have not been made.

NOTE 2 - CASH:

Deposits are carried at cost and are maintained at various financial institutions in the name of the Township Treasurer. Michigan Compiled Laws, Section 129.91, authorizes the Township to deposit and invest in accounts of federally-insured banks, credit unions, and savings and loan associations. At March 31, 2004, the Township has deposits with a carrying amount of \$4,623,572 and a bank balance of \$4,634,415. Of the bank balance, \$425,581 is covered by federal depository insurance and \$4,208,834 is uninsured.

Township of Richland
NOTES TO FINANCIAL STATEMENTS (Continued)

NOTE 3 - INTERFUND RECEIVABLES AND PAYABLES:

The amounts of interfund receivables and payables at March 31, 2004, are as follows:

<u>Fund</u>	<u>Interfund receivables</u>	<u>Fund</u>	<u>Interfund payables</u>
General	\$39,785	Water Improvement	\$ 3,175
		1987 Water District	1,650
		Public Improvement	1,125
		Tax Collection	1,360
		Trust & Agency	<u>32,475</u>
			39,785
Water Improvement	<u>24,522</u>	1987 Water District	<u>24,522</u>
	<u>\$64,307</u>		<u>\$64,307</u>

NOTE 4 - LONG-TERM DEBT:

Long-term debt at March 31, 2004, is comprised of the following:

Special assessment districts:

The Township has a contractual agreement to remit to the Gull Lake Sewer and Water Authority all principal and interest collections arising from special assessments levied on properties served by the Authority. In the event that the Authority is unable to meet its debt service requirements, an assessment may be made against the Township of Richland. The Township of Richland has pledged its full faith and credit for the payment of its share of any such deficiency.

District 90-1	\$170,821
District 93-1	53,473
District 95-1	<u>737</u>
	<u>\$225,031</u>

Township of Richland
NOTES TO FINANCIAL STATEMENTS (Continued)

NOTE 4 - LONG-TERM DEBT (Continued):

The summary of debt transactions of the Township for the year ended March 31, 2004, is as follows:

	<i>General long-term debt</i>
Balance - April 1, 2003	\$283,422
Debt retired	<u>(58,391)</u>
Balance - March 31, 2004	<u>\$225,031</u>

The annual debt service requirements (including interest of \$43,402) for debt outstanding as of March 31, 2004, is as follows:

2005	\$ 68,470
2006	64,050
2007	60,410
2008	38,947
2009	<u>36,556</u>
	<u>\$268,433</u>

NOTE 5 - GENERAL FIXED ASSETS:

A summary of changes in general fixed assets of the Township follows:

	<i>Balance April 1, 2003</i>	<i>Additions</i>	<i>Dispositions</i>	<i>Balance March 31, 2004</i>
Land	\$ 168,359	\$105,054	\$ -	\$ 273,413
Land improvements	342,991	17,260	-	360,251
Buildings	1,212,444	-	-	1,212,444
Vehicles	493,974	-	-	493,974
Office equipment	88,094	5,169	-	93,263
Fire equipment	107,630	1,706	-	109,336
Other equipment	55,720	-	-	55,720
Park Equipment	<u>-</u>	<u>8,717</u>	<u>-</u>	<u>8,717</u>
	<u>\$2,469,212</u>	<u>\$137,906</u>	<u>\$ -</u>	<u>\$2,607,118</u>

Township of Richland
NOTES TO FINANCIAL STATEMENTS (Continued)

NOTE 6 - DEFINED CONTRIBUTION PENSION PLAN:

The Township provides pension benefits for all its elected officials through a defined contribution pension plan, the Township of Richland Allocated Retirement Account. The Plan became effective on November 20, 1984. In a defined contribution plan, benefits depend solely on amounts contributed to the plan plus investment earnings. Michigan State statute assigns the authority to establish and amend benefit provisions to the Township Board of Trustees. Officials are eligible to participate from the date they are elected to office. The Township contributes annually 12% of the official's base salary or \$100, whichever is more, and the contribution is fully vested after ten years of continuous service. Officials who leave office before ten years of service are paid a termination benefit of a predetermined amount and the amount forfeited is used to reduce the Township's current period contribution requirement. The Township is not a trustee of the Plan, nor is the Township responsible for management of plan assets.

The Township made the required contributions of \$14,838 during the fiscal year ended March 31, 2004.

NOTE 7 - EXCESS OF EXPENDITURES OVER APPROPRIATIONS IN BUDGETARY FUNDS:

P.A. 621 of 1978, Section 18(1), as amended, provides that a local unit shall not incur expenditures in excess of the amount appropriated.

In the body of the financial statements, the Township's actual expenditures and budgeted expenditures for the budgetary funds have been shown on a functional basis. The approved budgets of the Township for these budgetary funds were adopted at the functional level.

During the year ended March 31, 2004, the Township incurred expenditures in excess of the amount appropriated. The following schedule sets forth significant budget variations:

<u>Fund</u>	<u>Function</u>	<u>Total appropriation</u>	<u>Total expenditures</u>	<u>Budget variance</u>
General	Public works	\$126,600	\$158,049	\$31,449

NOTE 8 - CLAIMS ARISING FROM RISKS OF LOSS:

The Township is exposed to various risks of loss to general liability, property and casualty, and workers' compensation.

The risks of loss arising from general liability up to \$5,000,000, building contents, workers' compensation, and casualty are managed through purchased commercial insurance.

Township of Richland
NOTES TO FINANCIAL STATEMENTS (Continued)

NOTE 9 - CONSTRUCTION CODE ACT:

A summary of construction code enforcement transactions for the year ended March 31, 2004, is as follows:

Permit revenues	\$224,838
Inspections expenditures	<u>223,399</u>
Excess of revenues over expenses	\$ <u>1,439</u>

SUPPLEMENTARY INFORMATION

Township of Richland**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND
BALANCE - BUDGET AND ACTUAL - General Fund***Year ended March 31, 2004*

	<u>Budget</u>	<u>Actual</u>	<u>Variance favorable (unfavorable)</u>
REVENUES:			
Taxes	\$ 249,800	\$ 287,891	\$ 38,091
Licenses and permits	237,600	259,267	21,667
State grants	435,000	404,506	(30,494)
Charges for services	16,100	23,868	7,768
Interest and rentals	9,000	10,782	1,782
Other	550	33,608	33,058
Total revenues	<u>948,050</u>	<u>1,019,922</u>	<u>71,872</u>
EXPENDITURES:			
Legislative - Township board	<u>14,500</u>	<u>11,740</u>	<u>2,760</u>
General government:			
Supervisor	40,750	40,799	(49)
Elections	25,795	1,083	24,712
Clerk	40,750	40,799	(49)
Board of review	1,375	834	541
Assessor	56,550	53,679	2,871
Treasurer	40,750	40,799	(49)
Township hall	44,700	38,972	5,728
Community hall	28,225	4,820	23,405
Cemetery	34,300	27,106	7,194
Other	154,550	97,619	56,931
Total general government	<u>467,745</u>	<u>346,510</u>	<u>121,235</u>
Public safety:			
Construction code inspections	230,200	223,399	6,801
Fire protection	77,250	86,373	(9,123)
Ambulance service	12,500	11,466	1,034
911 service	2,400	2,147	253
Total public safety	<u>322,350</u>	<u>323,385</u>	<u>(1,035)</u>

Township of Richland**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND
BALANCE - BUDGET AND ACTUAL - General Fund (Continued)**

Year ended March 31, 2004

	<u>Budget</u>	<u>Actual</u>	<u>Variance favorable (unfavorable)</u>
EXPENDITURES (Continued):			
Public works:			
Road maintenance and improvements	\$ 101,600	\$ 136,830	\$ (35,230)
Street lighting	16,000	17,136	(1,136)
Recycling and waste collection	<u>9,000</u>	<u>4,083</u>	<u>4,917</u>
Total public works	<u>126,600</u>	<u>158,049</u>	<u>(31,449)</u>
Community and economic development - Planning and zoning	<u>47,750</u>	<u>21,523</u>	<u>26,227</u>
Recreation and cultural:			
Parks	65,800	43,645	22,155
Cable television	<u>30,000</u>	<u>29,658</u>	<u>342</u>
Total recreation and cultural	<u>95,800</u>	<u>73,303</u>	<u>22,497</u>
Capital outlay	<u>212,500</u>	<u>147,025</u>	<u>65,475</u>
Total expenditures	<u>1,287,245</u>	<u>1,081,535</u>	<u>205,710</u>
DEFICIENCY OF REVENUES OVER EXPENDITURES	(339,195)	(61,613)	277,582
FUND BALANCE - BEGINNING OF YEAR	<u>868,064</u>	<u>868,064</u>	<u>-</u>
FUND BALANCE - END OF YEAR	<u>\$ 528,869</u>	<u>\$ 806,451</u>	<u>\$ 277,582</u>

Township of Richland
COMBINING BALANCE SHEET - *special revenue funds*
March 31, 2004

	<i><u>Liquor Law Enforcement</u></i>	<i><u>Public Improvement</u></i>
ASSETS		
Cash	\$ 694	\$ 116,568
Taxes receivable	-	-
Due from other funds	-	-
	<hr/>	<hr/>
TOTAL ASSETS	<u>\$ 694</u>	<u>\$ 116,568</u>
LIABILITIES AND FUND EQUITY		
LIABILITIES:		
Due to other funds	<u>\$ -</u>	<u>\$ 1,125</u>
FUND EQUITY:		
Fund balance:		
Unreserved:		
Designated for purchase of capital assets	-	115,443
Undesignated	<u>694</u>	<u>-</u>
	<hr/>	<hr/>
Total fund equity	<u>694</u>	<u>115,443</u>
TOTAL LIABILITIES AND FUND EQUITY	<u>\$ 694</u>	<u>\$ 116,568</u>

<u>Water Improvement</u>	<u>1987 Water District</u>	<u>Fire</u>	<u>Totals</u>
\$ 233,132	\$ 171,133	\$ 697,666	\$ 1,219,193
-	-	10,365	10,365
<u>24,522</u>	<u>-</u>	<u>-</u>	<u>24,522</u>
<u>\$ 257,654</u>	<u>\$ 171,133</u>	<u>\$ 708,031</u>	<u>\$ 1,254,080</u>

<u>\$ 3,175</u>	<u>\$ 26,172</u>	<u>\$ -</u>	<u>\$ 30,472</u>
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-	-	708,031	823,474
<u>254,479</u>	<u>144,961</u>	<u>-</u>	<u>400,134</u>
<u>254,479</u>	<u>144,961</u>	<u>708,031</u>	<u>1,223,608</u>
<u>\$ 257,654</u>	<u>\$ 171,133</u>	<u>\$ 708,031</u>	<u>\$ 1,254,080</u>

Township of Richland**COMBINING STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCE - *special revenue funds****Year ended March 31, 2004*

	<i><u>Liquor Law Enforcement</u></i>	<i><u>Public Improvement</u></i>	<i><u>Water Improvement</u></i>
REVENUES:			
Taxes	\$ -	\$ -	\$ -
Licenses and permits	1,870	-	-
Charges for services	-	-	4,489
Interest	-	4,748	3,714
	<u> </u>	<u> </u>	<u> </u>
Total revenues	1,870	4,748	8,203
	<u> </u>	<u> </u>	<u> </u>
EXPENDITURES:			
Public safety	2,355	-	-
Public works	-	-	-
	<u> </u>	<u> </u>	<u> </u>
Total expenditures	2,355	-	-
	<u> </u>	<u> </u>	<u> </u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	(485)	4,748	8,203
FUND BALANCE - BEGINNING OF YEAR	<u>1,179</u>	<u>110,695</u>	<u>246,276</u>
FUND BALANCE - END OF YEAR	<u>\$ 694</u>	<u>\$ 115,443</u>	<u>\$ 254,479</u>

<i>1987 Water District</i>	<i>Fire</i>	<i>Totals</i>
\$ -	\$ 237,609	\$ 237,609
-	-	1,870
-	-	4,489
<u>1,242</u>	<u>5,948</u>	<u>15,652</u>
<u>1,242</u>	<u>243,557</u>	<u>259,620</u>
-	-	2,355
<u>15,088</u>	<u>-</u>	<u>15,088</u>
<u>15,088</u>	<u>-</u>	<u>17,443</u>
(13,846)	243,557	242,177
<u>158,807</u>	<u>464,474</u>	<u>981,431</u>
<u>\$ 144,961</u>	<u>\$ 708,031</u>	<u>\$ 1,223,608</u>

Township of Richland**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND****BALANCE - BUDGET AND ACTUAL - *Liquor Law Enforcement Fund****Year ended March 31, 2004*

	<u>Budget</u>	<u>Actual</u>	<u>Variance favorable (unfavorable)</u>
REVENUES:			
Licenses and permits - license fees	<u>\$ 1,500</u>	<u>\$ 1,870</u>	<u>\$ 370</u>
EXPENDITURES:			
General government	350	-	350
Public safety	<u>1,990</u>	<u>2,355</u>	<u>(365)</u>
Total expenditures	<u>2,340</u>	<u>2,355</u>	<u>(15)</u>
DEFICIENCY OF REVENUES OVER EXPENDITURES	(840)	(485)	355
FUND BALANCE - BEGINNING OF YEAR	<u>1,179</u>	<u>1,179</u>	<u>-</u>
FUND BALANCE (DEFICIT) - END OF YEAR	<u>\$ 339</u>	<u>\$ 694</u>	<u>\$ 355</u>

Township of Richland

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND

BALANCE - BUDGET AND ACTUAL - *Public Improvement Fund*

Year ended March 31, 2004

	<u>Budget</u>	<u>Actual</u>	<u>Variance favorable (unfavorable)</u>
REVENUES:			
Interest	\$ 700	\$ 4,748	\$ 4,048
EXPENDITURES:			
Capital outlay	<u>110,000</u>	<u>-</u>	<u>110,000</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	(109,300)	4,748	114,048
FUND BALANCE - BEGINNING OF YEAR	<u>110,695</u>	<u>110,695</u>	<u>-</u>
FUND BALANCE - END OF YEAR	<u>\$ 1,395</u>	<u>\$ 115,443</u>	<u>\$ 114,048</u>

Township of Richland**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND
BALANCE - BUDGET AND ACTUAL - *Water Improvement Fund****Year ended March 31, 2004*

	<u>Budget</u>	<u>Actual</u>	<u>Variance favorable (unfavorable)</u>
REVENUES:			
Charges for services	\$ 1,000	\$ 4,489	\$ 3,489
Interest	<u>4,000</u>	<u>3,714</u>	<u>(286)</u>
Total revenues	5,000	8,203	3,203
EXPENDITURES:			
Public works	<u>245,000</u>	<u>-</u>	<u>245,000</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	(240,000)	8,203	248,203
FUND BALANCE - BEGINNING OF YEAR	<u>246,276</u>	<u>246,276</u>	<u>-</u>
FUND BALANCE - END OF YEAR	<u>\$ 6,276</u>	<u>\$ 254,479</u>	<u>\$ 248,203</u>

Township of Richland

**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND
BALANCE - BUDGET AND ACTUAL - 1987 Water District Fund**

Year ended March 31, 2004

	<u>Budget</u>	<u>Actual</u>	<u>Variance favorable (unfavorable)</u>
REVENUES:			
Interest	\$ 1,000	\$ 1,242	\$ 242
EXPENDITURES:			
Public works	<u>158,575</u>	<u>15,088</u>	<u>143,487</u>
DEFICIENCY OF REVENUES OVER EXPENDITURES	(157,575)	(13,846)	143,729
FUND BALANCE - BEGINNING OF YEAR	<u>158,807</u>	<u>158,807</u>	<u>-</u>
FUND BALANCE - END OF YEAR	<u>\$ 1,232</u>	<u>\$ 144,961</u>	<u>\$ 143,729</u>

Township of Richland**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND
BALANCE - BUDGET AND ACTUAL - *Fire Fund****Year ended March 31, 2004*

	<u>Budget</u>	<u>Actual</u>	<u>Variance favorable (unfavorable)</u>
REVENUES:			
Taxes	\$ 200,200	\$ 237,609	\$ 37,409
Interest	<u>2,000</u>	<u>5,948</u>	<u>3,948</u>
Total revenues	<u>202,200</u>	<u>243,557</u>	<u>41,357</u>
EXPENDITURES:			
General government	1,200	-	1,200
Capital outlay	<u>50,000</u>	<u>-</u>	<u>50,000</u>
Total expenditures	<u>51,200</u>	<u>-</u>	<u>51,200</u>
EXCESS OF REVENUES OVER EXPENDITURES	151,000	243,557	92,557
FUND BALANCE - BEGINNING OF YEAR	<u>464,474</u>	<u>464,474</u>	<u>-</u>
FUND BALANCE - END OF YEAR	<u>\$ 615,474</u>	<u>\$ 708,031</u>	<u>\$ 92,557</u>

Township of Richland
COMBINING STATEMENT OF CHANGES IN ASSETS AND LIABILITIES -
all agency funds
Year ended March 31, 2004

	<u>April 1, 2003</u>	<u>Additions</u>	<u>Deductions</u>	<u>March 31, 2004</u>
TAX COLLECTION FUND				
ASSETS				
Cash	<u>\$ 4,394</u>	<u>\$ 6,098,355</u>	<u>\$ 6,101,389</u>	<u>\$ 1,360</u>
LIABILITIES				
Due to other funds	\$ 4,394	\$ 545,624	\$ 548,658	\$ 1,360
Due to other governmental units	-	5,536,940	5,536,940	-
Due to others	<u>-</u>	<u>15,791</u>	<u>15,791</u>	<u>-</u>
TOTAL LIABILITIES	<u>\$ 4,394</u>	<u>\$ 6,098,355</u>	<u>\$ 6,101,389</u>	<u>\$ 1,360</u>
TRUST AND AGENCY FUND				
ASSETS				
Cash	<u>\$ 2,084</u>	<u>\$ 134,504</u>	<u>\$ 102,113</u>	<u>\$ 34,475</u>
LIABILITIES				
Due to other funds	\$ -	\$ 71,745	\$ 39,270	\$ 32,475
Due to other governmental units	<u>2,084</u>	<u>62,759</u>	<u>62,843</u>	<u>2,000</u>
TOTAL LIABILITIES	<u>\$ 2,084</u>	<u>\$ 134,504</u>	<u>\$ 102,113</u>	<u>\$ 34,475</u>
TOTALS - ALL AGENCY FUNDS				
ASSETS				
Cash	<u>\$ 6,478</u>	<u>\$ 6,232,859</u>	<u>\$ 6,203,502</u>	<u>\$ 35,835</u>
LIABILITIES				
Due to other funds	\$ 4,394	\$ 617,369	\$ 587,928	\$ 33,835
Due to other governmental units	2,084	5,599,699	5,599,783	2,000
Due to others	<u>-</u>	<u>15,791</u>	<u>15,791</u>	<u>-</u>
TOTAL LIABILITIES	<u>\$ 6,478</u>	<u>\$ 6,232,859</u>	<u>\$ 6,203,502</u>	<u>\$ 35,835</u>